



Foreign Affairs Handbook

4 FAH-1 - Financial Management Handbook

Transmittal Letter: FMH-20

Date: December 17, 2001

4 FAH-1 H-220, H-240, H-250, H-280, H-310, H-320, H-410, H-420, H-430, H-440, H-450, H-520, H-610, and H-620 UPDATES

MAJOR CHANGES:

1. Revisions since the last update appear in ***bold italics***. Other than formal titles, the bold italics will be removed the next time the material is updated. Only current changes will appear in bold italics. Bold italics provide a historical record of changes.

2. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

4. The legal authority and additional reference materials can be found at the following web sites:

- Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr>,
- 5 United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
- Office of Personnel Management—
<http://www.opm.gov>

5. The updated chapters and/or subchapters are: H-200 subchapters H-220, H-240, H-250, and H-280; H-300 subchapter H-310, and H-320; H-400 subchapters H-410, H-420, H-430, H-440, and H-450; H-500 subchapter H-520; H-600 subchapter H-610 and H-620.

6. **H-220 (8 of 17)**—Add fund 19X0120.H Capital Investment Fund State (No-Year) Emergency Response Fund—FMP.
7. **H-220 (12 of 17)**—Add fund 19X1005 International Organizations and Programs—IO.
8. **H-220 (16 of 17)**—Add fund 19X1143.10 Migration—FMP.
9. **H-220 (16 of 17)**—Add fund 19X1143.H Emergency Response Fund —PRM.
10. **H-240 (2 and 3 of 3)**—Add funds 19X5497, 19X5497.1, and 19X5497.2, FSN Retirement Fund—FMP.
11. **H-250 (1 of 6)**—Remove footnote symbol 1 and footnote from 19F3845—FMP.
12. **H-250 (2 and 3 of 6)**—Remove all USDO accounts except 19F3875.21, 19F3875.31, and 19F3875.61—FMP.
13. **H-250 (3 of 6)**—Add fund 19F3875.68 Bangkok FSC, 19F3875.69 Charleston FSC, and 19F3875.70 Paris FSC—FMP.
14. **H-250 (3 of 6)**—Change 19F3879 to 19F3875 Undistributed and Letter of Credit Differences (Suspense) —FMP.
15. **H-250 (3 and 4 of 6)**—Delete remaining 19F3878, 19F3879, 19F3880 and 19F3885 fund accounts—FMP.
16. **H-280 (2 of 11)**—Add new fund 19-11X0040.26 Urgent Response Capacity Program XRMZ—PRM.
17. **H-280 (5 and 6 of 11)**—Add new point limitations to 19-11X1022.5 through 19-11X1022.9—INL.
18. **H-280 (6 of 11)**—Add new fund 19-11X1022.H International Narcotics and Law Enforcement Affairs (no year) Emergency Response Fund—INL.
19. **(H-280 (7 of 11))**—Add new fund 19-111/21032 Peacekeeping Operations Executive (Transfer to State)—IO.
20. **H-280 (8 of 11)**—Add additional symbol to fund 19-119/01044 and 19-110/11044—FMP.
21. **H-310 (3 of 48)**—Change symbol and title to FMP Charleston Financial Center Consolidation—ICASS.

22. **(H-310 (10 of 48))**—Add new operating allowance 1705 Office and/or Program Unconditional Funds—HR.

23. **H-310 (11 of 48)**—Add new allotment code 1745 for Swanee Hunt Award—HR.

24. **H-310 (11 of 48)**—Add new allotment code 1740 for Frank E. Loy Award—HR.

25. **H-310 (20 of 48)**—Add new allotment 2073—INL.

26. **H-310 (23 of 48)**—Add new allotment 3296 Refugee Program-Belgrade, Serbia-Montenegro—PRM.

27. **H-310 (24 of 48)**—Change allotment 3513 title to read Bangui-Central African Republic—PRM.

28. **H-310 (24 of 48)**—Add new allotment 3546 for Refugee Program, Kilgali, Rwanda—PRM.

29. **H-310 (24 of 48)**—Add new allotment 3572 Refugee Program, Lagos, Nigeria—PRM.

30. **H-310 (24 of 48)**—Add new allotment 3580 for Refugee Program Bangul, The Gambia—PRM.

31. **H-310 (25 of 48)**—Add new allotment 3587 Refugee Program, Burkina Faso, Quagadougou—PRM.

32. **H-310 (25 of 48)**—Add new alpha allotment D464 Information Resource Officer-Cairo—ECA.

33. **H-310 (26 of 48)**—Add new alpha allotment E292 Regional English Language Officer-Ukraine—ECA.

34. **H-310 (27 of 48)**—Add new alpha allotment M204 Consular Admin Support Abroad Yerevan—CA

35. **H-310 (27 of 48)**—Add new alpha allotment M114 Consular Admin Support Abroad-Havana—CA.

36. **H-310. (27 of 48)**—Add new alpha allotment M215 Consular Admin Support Abroad-Sarajevo—CA.

37. **H-310 (28 of 48)**—Add new alpha allotment M244 Consular Admin Support Abroad-Budapest—CA

38. **H-310 (29 of 48)**—Add new alpha allotment M324 Consular Admin Support Abroad-Bandar Seri Begawan—CA.

39. **H-310 (30 of 48)**—Add new alpha allotment M412 Consular Admin Support Abroad-Columbo—CA.

40. **H-310 (30 of 48)**—Add new alpha allotment M480 Consular Admin Support Abroad-Tunis—CA.

41. **H-310 (31 of 48)**—Add new alpha allotment M518 Consular Admin Support Abroad-Cotonou—CA.

42. **H-310 (31 of 48)**—Add new alpha allotment M523 Consular Admin Support Abroad-Libreville—CA.

43. **H-310 (31 of 48)**—Add new alpha allotment M525 Consular Admin Support Abroad-Asmara—CA.

44. **H-310 (31 of 48)**—Add new alpha allotment M528 Consular Admin Support Abroad-Conakry—CA.

45. **H-310 (31 of 48)**—Add new alpha allotment M555 Consular Admin Support Abroad-Bamako—CA.

46. **H-310 (31 of 48)**—Add new alpha allotment 574 Consular Admin Support Abroad-Harare—CA.

47. **H-310 (31 of 48)**—Add new alpha allotment M576 Consular Admin Support Abroad-Dar es Salaam—CA.

48. **H-310 (32 of 48)**—Add new alpha allotment M578 Consular Admin Support Abroad-Lome—CA

49. **H-320 (3 of 7)**—Discontinue 19X6809 with allotment 9905 as of 08/01. See fund 19X8821 and report code 9920—FMP.

50. **H-320 (5 of 7)**—Add special reporting code 9925 Deposit of Collections for World Trade/Pentagon Relief Efforts—FMP.

51. **H-410 (2 of 8)**—Add City code XXXX59 Buffalo, NY—FMP.

52. **H-410 (2 of 8)** Add City code XXXX74 Lincoln, NE—FMP.

53. **H-410 (3 of 8)**—Add City code XXXX92 Opana, HI—FMP.

54. **H-420 (1 and 2 of 67)**—Delete organization codes 010103, 010104, 010106, 010108, 010109, 010114, 010116, 010119, 010120, 010121, 010124, 010125, 010126, 010132, 010140, 010150, 010626, 011202, 011210, and 011510—S.

55. **H-420 (1 of 67)**—Add organization code 010112 Conventional Forces in Europe (Discontinue 9/30/01)—S.
56. **H-420 (2 of 67)**—Add organization code 011207 Economic Summit (Discontinue 9/30/01)—S.
57. **H-420 (2 of 67)**—Add organization code 011810 Trafficking in Persons—S.
58. **H-420 (11 of 67)**—Change symbol and title on organization code 023020—OES.
59. **H-420 (18 of 67)**—Organization codes added for reorganization of H—H.
60. **H-420 (19 of 67)**—Add organization code 084600 Systems Operations—FMP.
61. **H-420 (19 of 67)**—Add organization code 084700 Administrative Office—FMP.
62. **H-420 (19 of 67)**—Add organization code 084800 American Payroll and Pension Operations—FMP.
63. **H-240 (21 of 67)**—Add new org code 089300—FMP.
64. **H-420 (26 of 67)**—Change symbol and title on organization code 120110 and 120600—S.
65. **H-420 (26 of 67)**—Add organization codes 120401, 120402, and 120403—EUR.
66. **H-420 (28 of 67)**—Add new org code 131800—EAP.
67. **H-420 (36 of 67)**—New org codes 175170, 175171, 175172, and 175173—DS.
68. **H-420 (36 of 67)**—Change 175531 symbol to DS/PL/DEWAV, Defensive Equipment and Armored Vehicles Division—DS.
69. **H-420 (36 of 67)**—Discontinue 175530-17533 as of 12/31/01—DS.
70. **H-420 (36 of 67)**—Add new org code 175540—DS.
71. **H-420 (38 of 67)**—Change office symbols for 18100-181150—IRM.
72. **H-420 (38 of 67)**—Add new org code 181105—IRM.

73. **H-420 (38 of 67)**—Add new org codes 181200-181228—IRM.
74. **H-420 (39 of 67)**—Change Symbols and Title on IRM 183210, 183220, 183230, 183231, 183232, 183240, and 183241—IRM.
75. **H-420 (39 of 67)**—Add new organization code 183233 Personnel Applications Branch—IRM.
76. **H-420 (45 of 67)**—Change symbol and title on organization codes 216300 and 216400—HR
77. **H-420 (46 of 67)**—Change symbol and title on organization code 217400 and 217500—HR.
78. **H-420 (50 of 70)**—Add discontinued 3/31/01 to organization code 222225 and 222226—OPR.
79. **H-420 (50 of 67)**—Change symbol and title on organization code 222235 to Motor Vehicles Branch—A.
80. **H-420 (50 of 67)**—Change symbol and title on organizations 246300, 246310, 246320, and 246330—OBO.
81. **H-420 (52 of 67)**—Add discontinued 09/30/01 organization code 230012—ECA.
82. **H-420 (52 of 67)**—Add new organization code 230013 Academic/Government Designation Division—ECA.
83. **H-420 (52 of 67)**—Add new organization code 230014 Private Sector Designation Division—ECA.
84. **H-420 (54-56 of 67)**—Reorganization of FBO to OBO (organization codes, symbols and titles)—OBO.
85. **H-420 (57 of 67)**—Add new org code 250001—IIP.
86. **H-420 (64 of 67)**—Add new organization code 281560 PPT Connecticut Passport Agency—CA.
87. **H-420 (66 of 67)**—Add organization code 298990 Intergovernmental Personnel Act—HR.
88. **H-430 (entire section)**—Change Foreign Buildings Office to read Overseas Buildings Operations—OBO.
89. **H-430 (22 of 81)**—Change funding code to read 513 Locator code 512 Bangui Central African Republic RPM—PRM.

90. **H-430 (23 of 81)**—Add funding code (numerical list) 580 Locator code 577 Banjul The Gambia Refugee Program—PRM.
91. **H-430 (24 of 81)**—Add funding code (alpha list) 580 Locator code 577 Banjul The Gambia Refugee Program—PRM.
92. **H-430 (28 of 81)**—Add organization code 310668 Diplomatic Security (SEOP) Brasilia—DS.
93. **H-430 (29 of 81)**—Add organization code 312068 Diplomatic Security (SEOP) San Salvador—DS.
94. **H-430 (32 of 81)**—Add organization code 320465 Overseas Buildings Office Yerevan—OBO.
95. **H-430 (33 of 81)**—Add organization code 322565 Overseas Buildings Operations Sofia—OBO.
96. **H-430 (35 of 81)**—Add organization code 324268 Diplomatic Security (SEOP) Tibilisi—DS.
97. **H-430 (37 of 81)**—Add organization code 320301 Pristina, Kosovo—EUR.
98. **H-430 (40 of 81)**—Add organization code 328668 Diplomatic Security SEOP Belgrade—DS.
99. **H-430 (41 of 81)**—Add title addition to organization code 330565 and/or Shenyangy—EAP.
100. **H-430 (42 of 81)**—Add organization code 330468 for Diplomatic Security (SEOP) Hong Kong—DS.
101. **H-430 (45 of 81)**—Add organization code 332068 Diplomatic Security (SEOP) Hanoi—DS.
102. **H-430 (46 of 81)**—Org code 340401 reopened 12/01—FMP.
103. **H-430 (48 of 81)**—Add organization code 348068 for Diplomatic Security (SEOP) Tunis—DS.
104. **H-430 (53 of 81)**—Add organization code 356165 Overseas Buildings Operations, Freetown—OBO.
105. **H-430 (67 of 82)**—Add organization code to Alpha list Overseas Buildings Operations 356165, Freetown—OBO.

106. **H-430 (78 of 81)**—Add organization code to Alpha list Overseas Buildings Operations 330565, Shenyang—OBO.

107. **H-440 (2 of 9)**—Add org code 404500, Marine Mammal Commission—HR.

108. **H-450 (2 of 7)**—Change title of organization code 504400 to Inter-American Sea Turtle Convention Commission—IO.

109. **H-520 (50 of 118)**—Change narrative eleven to twelve—IO.

110. **H-520 (50 of 118)**—Add function code 3962 Inter-American Sea Turtle Convention Commission—IO.

111. **H-520 (100 of 118)**—Add function codes 7495 Real Estate and Property MGT Program Support Costs—OBO.

112. **H-520 (100 of 118)**—Add function code 7496 Real Estate and Property MGT Salaries and Travel Costs—OBO.

113. **H-520 (101 of 118)**—Add function codes 7531 Program Support Costs and 7532 Salaries and Travel Costs for—OBO.

114. **H-520 (105 of 118)**—Add function code 7721 Information Management Costs—OBO.

115. **H-520 (105 of 118)**—Add function code 7723 Administrative Services Costs—OBO.

116. **H-520 (105 of 118)**—Add function code 7725 Salaries and Travel Costs—OBO.

117. **H-520 (114 of 118)**—Add function code 9634 #4 Personnel Officer or Per Sec—OBO.

118. **H-520 (114 of 118)**—Add function code 9635 #5 Personnel Officer or Per Sec—ICASS.

119. **H-520 (115 of 118)**—Add function code 9688 #4 Information Management Officer—ICASS.

120. **H-520 (115 of 118)**—Add function code 9689 #5 Information Management Officer—ICASS.

121. **H-520 (115 of 118)**—Add function code 9690 #6 Information Management Officer—ICASS.

122. **H-610 (3 of 76)**—Editorial changes—FMP.

123. **H-610 (61 of 76)**—Add object codes 2665, 2666, 2667, and 2668—WCF.

124. **H-620 (1 of 10)**—Editorial additions—FMP.

125. **H-620 (2 of 10)**—Add revenue source code AAAQ to fund 19X4591 Transient Housing Receipts—WCF.

126. **H-620 (5 of 10)**—Add revenue source codes ADBA, ADBB, ADBC, ADBD, ADBE, ADBF, and ADBG with fund 19X6809 and 19F3875. Only Paris will use 19F3875 with these revenue source codes—FMP.

127. **H-620 (6 of 10)**—Add revenue source code LIAB with various funds for RFMS Charleston—FMP

128. **H-620 (7 of 10)**—Add revenue source code AFAZ to Frank E. Loy Award 19X8821 (Unconditional Gift)—FMP.

129. **H-620 (8 of 10)**—Add revenue source code AFGT to Turner Foundation Fund 19X8822 (Conditional Gift)—IO.

FILING INSTRUCTIONS (Paper copy only)

1. Remove and destroy Subchapters H-220, H-240, H-250, H-260, H-280, H-310, H-420, H-430, H-440, H-450, H-520, H-610, and H-620, and replace with the attached subchapters (468 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FMH-20, and initial.

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